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Chief, Management Staff

Chief, Business Machines Service

Use of Minicard Method to Preclude Need for Additional Record Center Space

1. The question has been raised as to whether the application of the Minicard Method to headquarters documentary materials would not obviate the need for the construction of additional Record Center facilities.

2. While the suggestion for Minicard has merit and may result in a decrease in the need for Records Center storage space in the future, it would not solve the present problem for the following reasons:

a. Additional space will be required in the Records Center by 1 April 1957.

b. The Minicard system will be applied first to substantive intelligence documents. These types of documents comprise a very small part of the documents stored in the Records Center and it is not anticipated that their input into the Records Center will increase.

c. The bulk of the documents stored in the Records Center is NIE studies and documents of a housekeeping and/or administrative nature. It is for these types of documents that additional space is required.

d. While the Minicard system may be applied to housekeeping records in the future as the equipment and system is further developed, it does not appear to be a feasible application at this time.

e. Approximately 75% of the records stored and to be stored in the Records Center are of temporary value. The use of the Minicard system for the sole purpose of reducing the filing space of temporarily held documents would not be economically feasible. As a general rule the cost of reducing temporary records to Minicard or micro-film form far exceeds the cost of constructing and operating the type of storage facilities to be constructed at the Records Center.

3. Micro-film techniques are now being developed for maintaining active and semi-active administrative type records in headquarters. It is anticipated that substantial reduction in filing space in headquarters and the Record Center will eventually be realized through the application of those techniques.

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